

## Narrative

10/02/08: \$3,660 moved from L49 to N51 to help pay for Hart Security ISA

10/03/08: While the Lead Revenue account has a budget cap of \$1,486,551, we have prepared a conservative working budget and will revise it as needed to reflect actual revenue. The working budget for FY09 is \$1,300,000 compared with the FY08 working budget of \$1,400,000. Billing for the 1<sup>st</sup> quarter was \$489,460, a decrease of \$23,860 from FY08. Cash receipts for the first quarter were \$337,067.06, a decrease of \$23,424.25 from FY08. If revenues continue at this rate, the account should take in more than the working budget. We will monitor revenue and expenditures closely over the course of the year.

FY09 salaries are budgeted at \$941,053. This slight decrease from last year is due to the elimination of a Chemist II position, the addition of an EDP Systems Analyst III and a Chemist I vacancy we don't expect to fill until June 2009. A vacancy in an Admin. Assistant II position opened. The position is now frozen for the near future. At this point, if the Chemist vacancy isn't filled and the Admin. Assistant is vacant for awhile, the salary expense may be closer to \$926,000. Note, though, that OT is already \$179 over budget.

Lab supplies for this fiscal year are budgeted at \$66,579 as opposed to FY08 expenditures of \$99,246. At the end of the 1<sup>st</sup> quarter of FY09 only \$23,000 remains uncommitted, although roughly \$15,000 of the committed funds are in blanket open encumbrances.

An L49 increase from \$37,932 spent in FY08 to an LL budget of \$84,340 in FY09 is due to changes in the way service contracts are paid.

11/17/08: Billing for October '08 was down by nearly \$27,000 compared to last October, although these sorts of changes are probably best examined quarterly. However, we are down roughly \$50,000 for the 1<sup>st</sup> four months of the year.

The Administrative Assistant II position remains unfilled, leading to additional savings.

At the end of October, \$13,089 remains uncommitted in lab supplies. Only roughly \$6,000 of the committed funds are blanket open encumbrances.

We anticipate all UU money budgeted to be spent by the end of the year.